

NEW PRACTICE REGARDING LICENSING SITE VISIT FIELD FORMS

Dear Provider,

As an E-Provider within the Bright Futures Information System, you have immediate access to Site Visit Field Forms once the Licensor has submitted their reports. In an effort to conserve resources, the Child Development Division will no longer mail copies of these documents to your address.

As of February 1, 2010, the Child Care Licensing Unit will no longer mail Site Visit Field Forms to you. You are responsible for printing, posting, signing and returning the necessary items to the Division in the appropriate timeframes.

To obtain a Site Visit Field Form:

1. Open your BFIS account and click on the blue “**Account Summary**” tab at the top of the page
2. Under “**Account Options**” on the bottom of this page, open the “**Documents**” link to find the Site Visit Field Form.
3. Left click on the “**View**” button to open the document.
4. Print the Site Visit Field Form and follow all of the instructions for posting the form, signing and returning it to the Division within the appropriate timeframe noted in the letter.

If you have difficulty retrieving this information, please contact a technician by e-mailing <https://bfishelp.ahs.state.vt.us> or calling the BFIS Help Desk at 802-241-3694 or 1-800-649-2642.

Thank you for your continued cooperation.